



Lake Sumter
State College

STUDENT EMPLOYMENT HANDBOOK

▶ **Guide for a successful *flight***





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WELCOME



Congratulations on your decision to pursue on-campus employment at Lake Sumter State College! We are thrilled to have you join our community of dedicated and ambitious students.

At Lake Sumter State College, we are committed to your success in the classroom and beyond.

Our Student Employment & Development Program is designed to provide you with valuable real-world experience, helping you to develop the skills and knowledge necessary for your future career. This program is more than just a job; it is an opportunity to grow personally and professionally, to set and achieve your goals, and to make meaningful contributions to our campus community.

As you embark on this journey, remember that you are not alone. Our faculty and staff are here to support you every step of the way. We believe in your potential and are dedicated to helping you reach it. Take advantage of the resources and opportunities available to you, and don't hesitate to ask for guidance when needed.

We are excited to see the impact you will make and the successes you will achieve. Welcome aboard, and best of luck!

With Lakehawk Pride,

Dr. Laura Byrd
Interim President



Lake Sumter
State College



INTRODUCTION

We're Delighted You're Here

Welcome to the Lakehawk Student Employee Handbook! We're delighted to have you here and excited to guide you through this essential resource designed to enhance your experience within Lake Sumter State College.

Think of our Employee Handbook as your compass, providing direction and clarity on the policies, procedures, and expectations that shape our workplace culture. This handbook is your go-to reference.

Here's how to make the most out of your journey through the Employee Handbook:

- 1. Get Acquainted:** Take some time to familiarize yourself with the layout and structure of the handbook. You'll find it organized logically, with sections dedicated to various aspects of our workplace environment.
- 2. Understand Policies and Procedures:** Dive into the policies and procedures relevant to your role and responsibilities. From attendance guidelines to code of conduct, our handbook outlines the standards we uphold to maintain a positive and productive work environment.
- 3. Clarify Expectations:** Gain clarity on what is expected of you as an employee. Whether it's regarding performance evaluations, dress code, or communication protocols, understanding expectations fosters accountability and mutual respect.
- 4. Access Resources:** The handbook serves as a valuable resource hub. If you need to know whom to contact for support, where to find forms, or whom to reach out to for specific inquiries, you'll find that information here.
- 5. Stay Updated:** Our policies and procedures may evolve over time to adapt to changing circumstances. We encourage you to stay informed about updates and revisions to the handbook to ensure compliance and alignment with our organizational goals.
- 6. Ask Questions:** Don't hesitate to reach out if you have any questions or need clarification on any policies or procedures outlined in the handbook. Your supervisors, CDS department, and colleagues are here to support you along the way.

Remember, the Lakehawk Employee Handbook is more than just a document – it's a reflection of our commitment to fostering a respectful, inclusive, and fulfilling workplace culture. By embracing its principles and guidelines, you contribute to creating a positive work environment where everyone can thrive.



Lake Sumter
State College



WHO WE ARE

AND LSSC'S STRATEGIC PRIORITIES & GOALS

Vision, Mission, and Values

[Link](#)

OUR VISION

Be the community's college of choice for quality education and career training

OUR MISSION

Transforming lives and futures throughout our community

OUR VALUES

- Care
- Communicate
- Collaborate
- Celebrate



Accreditation

[Link](#)

Lake Sumter State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees.



WHO WE ARE

AND LSSC'S STRATEGIC PRIORITIES & GOALS

Strategic Plan 2023-2026

[Link](#)

LSSC's Strategic Plan for 2023 to 2026 outlines four strategic priorities: Access, Workforce Development, Student Learning & Success, Learning & Work Environment.

Access

- Maximize access to programs and services
- Grow student enrollment to 10,000 students
- Expand regional presence
- Maximize affordability
- Modernize enrollment processes

Workforce Development

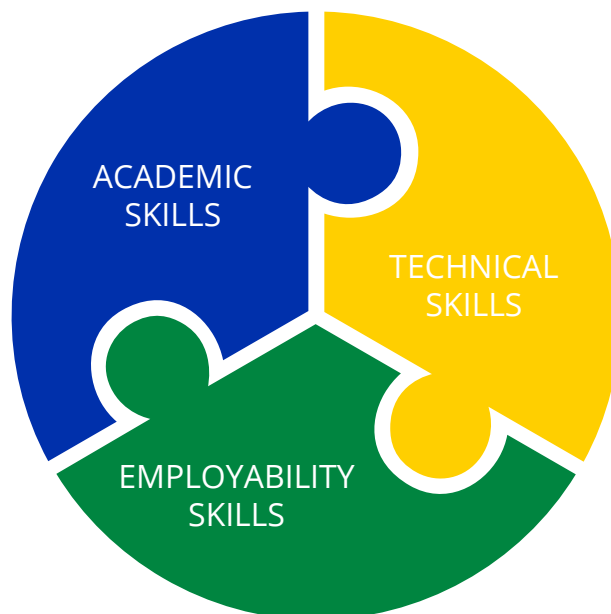
- Accelerate career placement and economic impact
- Align programs to meet employer demand
- Accelerate job placement

Student Learning & Success

- Engage students in their success
- Improve student success
- Improve first-time pass rates in math
- Accelerate and increase credential attainment

Learning & Work Environment

- Cultivate a community renowned for being a great place to learn and work
- Optimize productivity
- Create a culture of continuous improvement
- Create dynamic learning and work environments





LSSC BASICS

Campus Locations

[Link](#)

Leesburg Campus



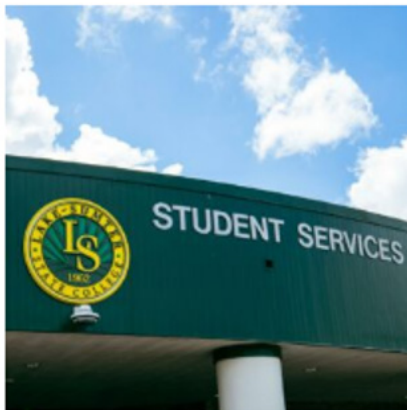
9501 U.S. Highway 441
Leesburg, FL 34788

South Lake Campus



1250 N. Hancock Rd.
Clermont, FL 34711

Sumter Center



1423 County Road 526A
Sumterville, FL 33585

Four Corners



16744 Cagan Crossings Blvd.
Clermont, FL 34714



LSSC BASICS

LSSC ID Cards

Policy Link



Lake Sumter State College will issue a valid photo identification card to all current students, employees, and vendors/contractors to verify their status and allow access to college facilities or services. All employees are required to visibly display their identification card at all times while at any College facility or College event.

Photo Identification Cards are produced by the Office of

Campus Safety and are initially provided at no cost. All Photo Identification Cards are the property of the College and the holder of the ID card is responsible for the proper care and use of the card.

Leesburg Campus

8:00 am – 4:30 pm, Monday – Friday

Campus Safety Office

Student Services Building, Suite 144
Phone No. (352) 516-3795

South Lake Campus

8:00 am – 4:30 pm, Monday – Friday

Campus Safety Office

Building 2, Main Lobby
Phone No. (352) 516-5074

Sumter Center

8:00 am – 4:30 pm, Monday – Friday

Campus Safety Office

Clark Maxwell Building (Bldg. 4), Main Lobby
Phone No. (352) 303-7296

Parking Decal

Policy Link

Parking and traffic regulations have been established by the College and are enforced on all campuses (except Four Corners where parking and roadways are public). All vehicles parking on LSSC campuses must display a current parking permit. Parking permits give holders the privilege of parking on campus but do not guarantee the holder a parking space.

To obtain a parking permit, complete the parking permit form located in the Employee Links card on myLSSC. Once you have applied, bring your vehicle registration to any Campus Safety office and receive your decal.

The College will assume no responsibility or liability for loss of contents, or damage, ticketing, towing or booting of any vehicle while operated or parked on property used for the purposes of LSSC. Students, faculty and staff are required to observe all parking and traffic regulations as a condition of their attendance and/or employment at the College.

Help Desk

Policy Link

The LSSC Helpdesk is a centralized point of contact for faculty, staff, and students to request assistance from various service departments of the college, such as Facilities, IT, Marketing, etc. The Helpdesk Administrator is responsible for triaging request tickets, calls, and emails, and determining where each request should be forwarded in a timely manner. The Helpdesk uses a ticketing system, to capture and manage requests for assistance.

The Helpdesk can be contacted via email at HelpDesk@lssc.edu and is open Monday – Friday from 8:00 am – 4:30 pm. The Helpdesk can also be reached at (352) 365-3505. REMOTE – All PC support can be reached by using Microsoft Teams during work hours.



LSSC BASICS

Professional Attire

Policy Link

Employees are the most important representation of the Lake Sumter State College and contribute to the College image and reputation. Professional appearance is essential to a favorable impression with students, families, and the LSSC community.

During business hours or when representing LSSC in person or virtually, employees are required to present a clean, neat, professional appearance that is appropriate to the day's activities, safe for the work being performed, and appropriate for the season and the weather for those working in outside conditions.

Appropriate attire may vary by department depending on working conditions and environment. Please consult with your immediate supervisor to clarify expectations.

What is considered business casual?

- Collared/button-up shirt
- Blouse
- Khakis or slacks
- Closed toe shoes/heels
- Sports jacket/blazer
- Skirts less than 1-inch from knees
- Tie optional

What is considered professional attire?

- Suit or blazer and skirt/slacks
- Tie required



Academic Calendar

To view the Academic Calendar, Important Deadlines and Schedules, please visit <https://www.lssc.edu/academics/academic-calendar/>.





THE LAKEHAWK WAY

Drug-Free Workplace

[Policy Link](#)

LSSC's Drug-Free Workplace policy is aimed at ensuring zero tolerance for illegal drugs at all times and its Alcohol-Free Rule to zero tolerance under circumstances that affect or might affect the safety and well-being of employees, students, and others or the effective operation of College business.

The College will require drug or alcohol testing for job applicants and employees in certain circumstances.

Tobacco Free & Smoke-Free Campus

[Policy Link](#)

Lake Sumter State College is committed to promoting a safe, healthy, and comfortable environment for its students, visitors, and employees. It is the intent of the District Board of Trustees to establish a tobacco-free college environment. Therefore, smoking and the use of smokeless tobacco products in all facilities and areas owned and/or leased by the College is prohibited. All employees, students, guests, and members of the public are required to adhere to this policy.

Tobacco Products includes all forms of tobacco, including but not limited to cigarettes, cigarillos, cigars, shisha, pipes, herbal cigarettes, water pipes (hookahs), electronic cigarettes (vaporizers, or any other device intended to simulate smoked tobacco), electronic hookahs, any other forms of loose leaf and all forms of smokeless tobacco, including but not limited to chew, orbs, snuff, sticks and strips and all future nicotine devices and products.



CHANGE IS IN THE AIR

[LSSC.EDU/SMOKEFREE](https://lssc.edu/smokefree)



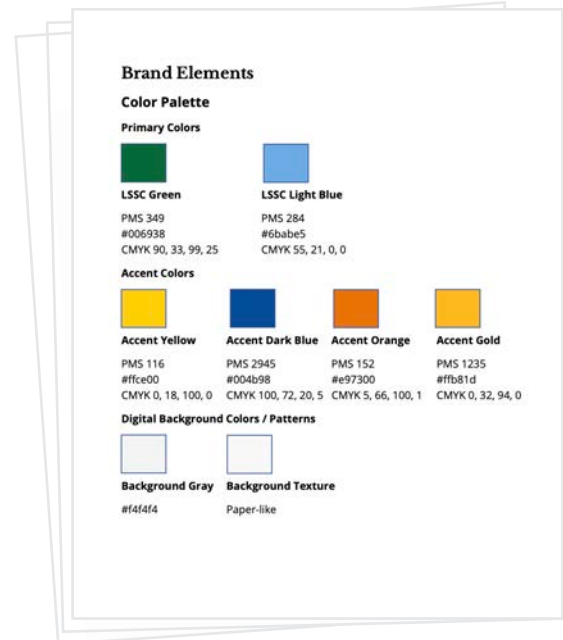
THE LAKEHAWK WAY

Brand Standards

Policy Link

Consistent branding ensures that everyone receives a unified message about the college's mission, values, and services. This consistency builds trust and credibility among stakeholders. Clear brand standards ensure that all communications, whether it's signage, printed materials, or digital content, reflect professionalism and quality. This professionalism enhances the college's reputation and helps attract students, faculty, and partners.

Brand standards serve as the blueprint for how Lake Sumter State College presents itself to the community. The standards found at www.lssc.edu/brand ensure coherence, professionalism, and effectiveness in the communication and marketing efforts of the College.





THE LAKEHAWK WAY

Conversing with Colleagues & Students

Email Etiquette

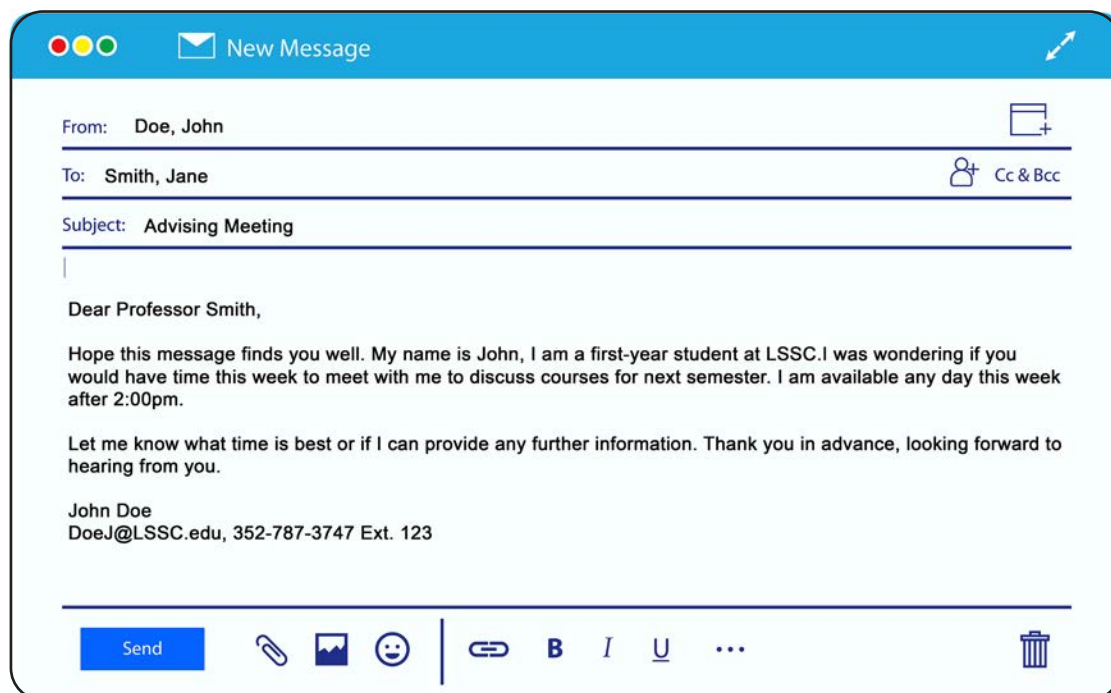
Include a clear, concise subject line

Address professionally

A nice greeting sets the tone

Identify why you are sending the email

If requesting a meeting, include availability



Double check...

- Did I spell everything correctly?
- How is my grammar?
- How is my tone?
- Please and thank you goes a long way

Phone Etiquette

- Answer quickly
- Professional greeting
- Actively listen and take notes
- Speak clearly
- Polite and patient





THE LAKEHAWK WAY

Use of Social Media

[Policy Link](#)

The College values the freedoms of speech, thought, expression, and assembly as part of its core educational and intellectual mission while also maintaining the integrity of the academic environment. LSSC encourages its employees to use social media as a means to connect with other members the LSSC community, spread awareness of the positive work and impacts of the College and its employees, and foster thoughtful engagement and dialogue about the issues important to and impacting LSSC and its communities.

The college intends to protect the appropriate use of social media, while prohibiting conduct through social media that may be unlawful, contrary to LSSC policies, or violate professional standards.



Employee Code of Ethics

LSSC Employee Code of Ethics

Built upon the trust bestowed upon the community college system by the State of Florida, the Employee Code of Ethics for Lake Sumter State College embodies the principles of integrity, responsibility, and respect that guide our institution's commitment to ethical conduct. Recognizing the pivotal role entrusted to us by the state, we uphold the highest standards of professionalism, fostering an environment where integrity flourishes and every member of our community feels valued and respected.

Employees are expected to comply with the applicable laws and regulations expected of all citizens of the State of Florida and the United States of America. Specifically, employees of Lake Sumter State College must comply with the rules and regulations defined in Florida Statutes, including the Principles of Professional Conduct for the Education Profession in Florida and State Board of Education Rules, and meet the ethical standards set forth by College Policies & Procedures.

A full copy of the Employee Code of Ethics can be found online in the Human Resources section of the [Employee Intranet](#).

State of Florida Code of Ethics for State Employees

Under the provisions of [Section 112.312, Florida Statutes](#), College employees are subject to certain provisions of the Code of Ethics for Public Officers and Employees. All College employees shall comply with the applicable provisions of the Code, including, but not limited to, the following:

- Solicitation and acceptance of gifts
- Doing business with the College
- Unauthorized compensation
- Misuse of public position
- Conflicting employment or contractual relationship
- Disclosure or use of certain information
- Employees holding office



THE LAKEHAWK WAY

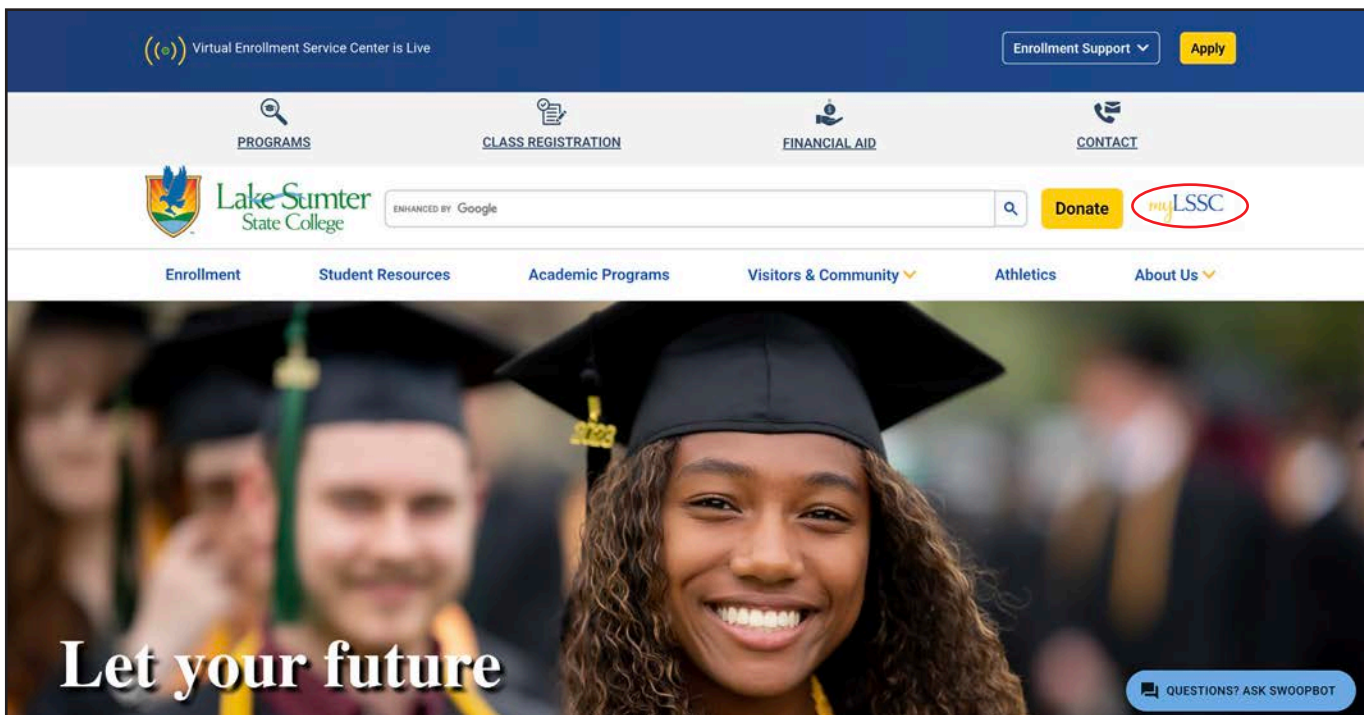
Technology Systems Overview

myLSSC

myLSSC (my.lssc.edu) is a cloud-based, fully extensible, higher education engagement platform that provides a personalized and seamless experience for students, faculty, and staff. At LSSC, myLSSC is used as a self-service landing page/portal for students, faculty, and staff and can be accessed on the LSSC home page.

Employees are able to quickly access many different systems quickly from this portal. Employee Self-Service allows employees to access their personal and employment-related information online.

It is a secure and convenient way to manage HR-related tasks and is available 24/7, 365 days a year, as long as you have an internet connection. Some of the information available to employees through Employee Self-Service includes current leave balances, pay information, earnings, tax information, job summary, and employee summary.



Email

LSSC email is the official email system for Lake Sumter State College. It is used for all official college communications, such as announcements, policies, procedures, deadlines, and other information. Staff and faculty are responsible for checking their LSSC email accounts regularly and responding to any messages that require action or acknowledgment.

The email account is assigned by the Information Technology Department based on the staff or faculty member's name and affiliation with the college. Staff and faculty are expected to use their email account professionally and ethically, following college policies and complying with applicable laws and regulations.

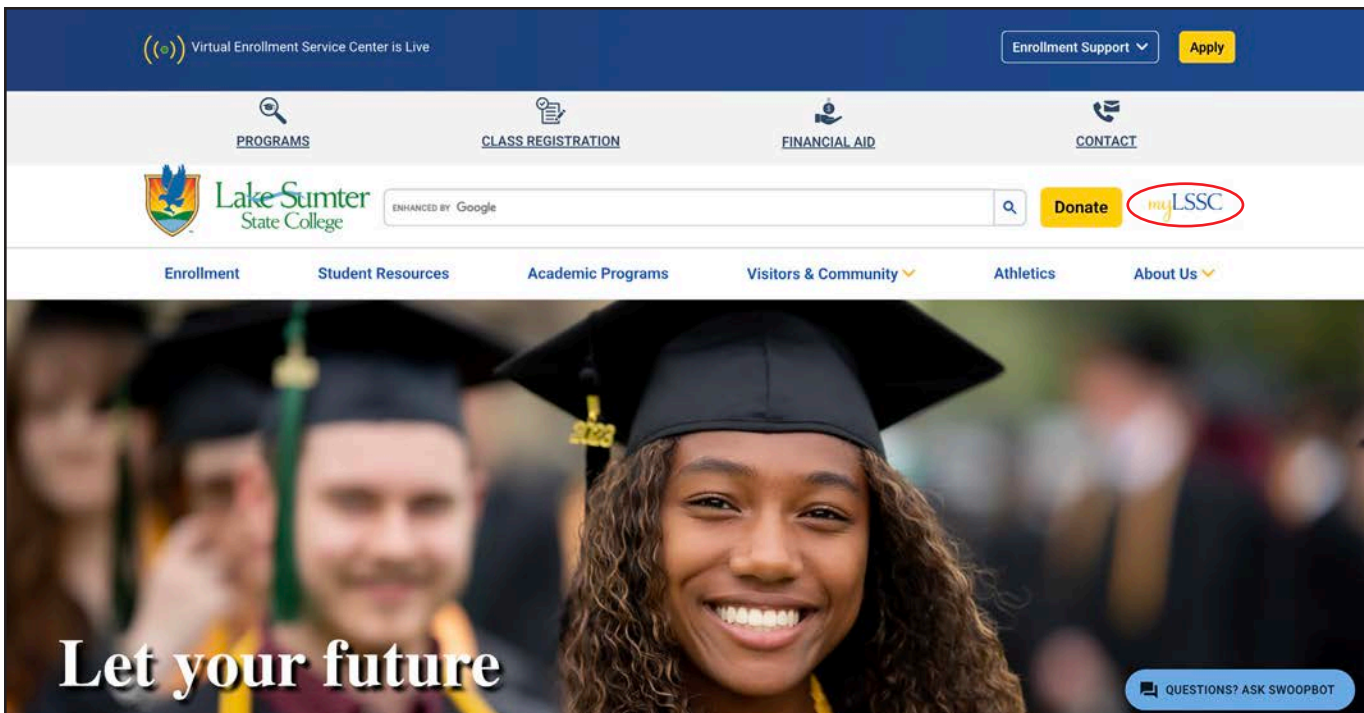


PAYROLL INFORMATION

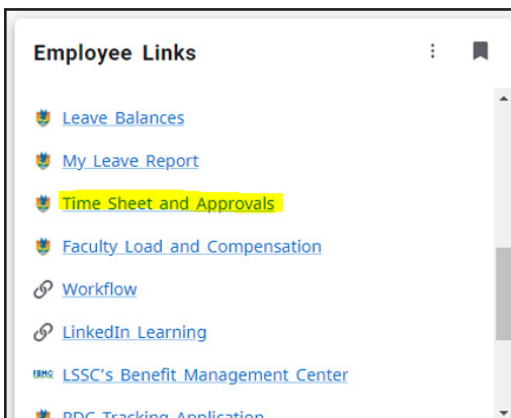
Completing Your Time Sheet

Step #1: Go to lssc.edu

Step #2: Log into *myLSSC*



Step #3: Scroll to *Time Sheet and Approvals* under *Employee links*



Requesting Time Off

All requests to modify your schedule or request time off must be coordinated with your supervisor.



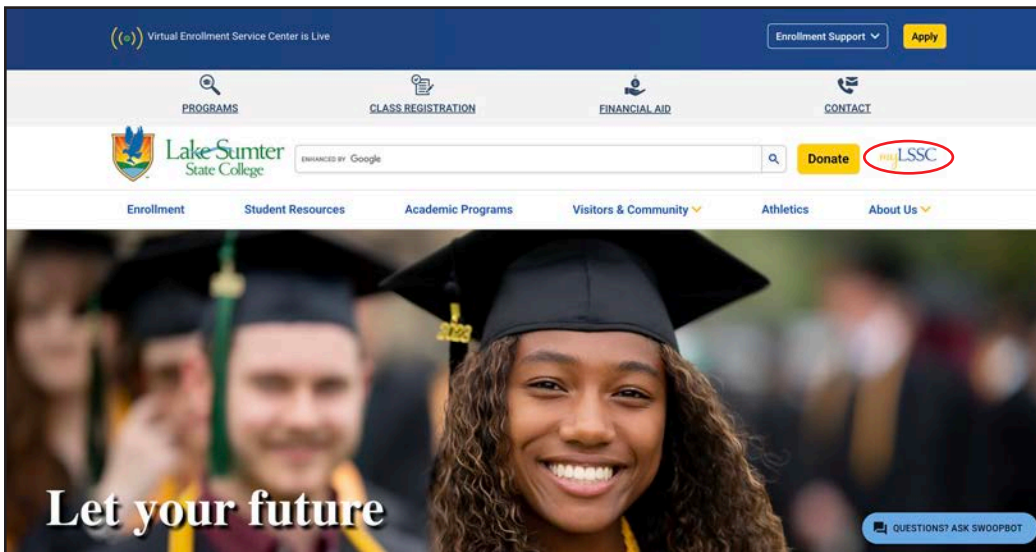


PAYROLL INFORMATION

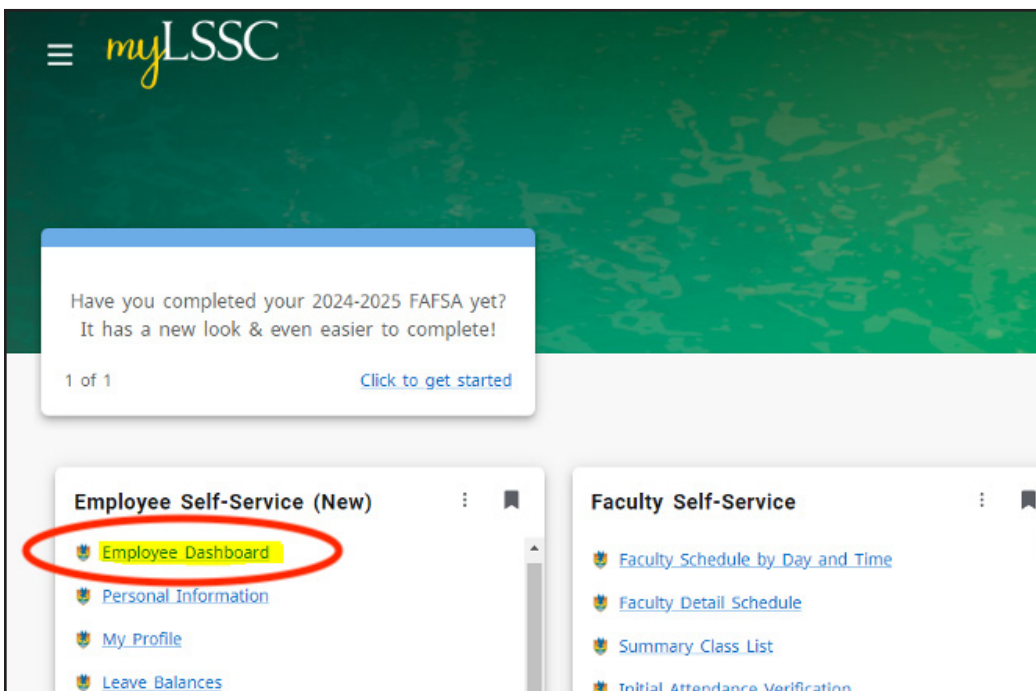
Setting Up Direct Deposit

Step #1: Go to lssc.edu

Step #2: Log into *myLSSC*



Step #3: Scroll to *Employee Dashboard* under *Employee Self-Service*





PAYROLL INFORMATION

Step #4: Scroll to *Employee Dashboard* under *Employee Self-Service*

Step #2: Click on the link *Direct Deposit Information*

The screenshot shows the myLSSC Employee Dashboard. At the top, there is a green header with the myLSSC logo and the text 'CLICK TO RETURN'. Below the header, the page title is 'Employee Dashboard'. On the left, there is a placeholder for a user profile picture and a 'My Profile' button. On the right, there is a section for 'Leave Balances as of 12/04/23' with a 'Vacation Leave in hours' indicator. Below this, there is a 'Pay Information' section with a yellow background. This section contains three links: 'Latest Pay Stub: 11/30/2023', 'All Pay Stubs', and 'Direct Deposit Information'. A large blue arrow points down to the 'Direct Deposit Information' link. Below the 'Pay Information' section, there are sections for 'Earnings' and 'Taxes'.

Payroll Schedule

Part-time employees are paid two (2) weeks in arrears bi-monthly.
To view the Payroll Calendar, visit [Financial Services](#).

Additional Payroll information can be found on the Payroll Intranet page, [here](#).

Note: Students may not work during scheduled class times, may not be excused from class to work on campus, and may work a maximum of 20-25 hours a week.



PAYROLL INFORMATION

Required Disclosures from Higher Education Act & Labor Laws

Consumer Information

Lake Sumter State College publishes required disclosures to prospective and enrolled students and the community through the Consumer Information Page. Disclosure of this information is required by federal law or state statutes.

- [*Drug and Alcohol Abuse Prevention Program*](#)
- [*Annual Security & Fire Safety Report*](#)
- [*Emergency Response Plan*](#)

Workplace Posters & Labor Laws

Labor law workplace posters contain detailed and informative notices required to be displayed in the workplace by Lake Sumter State College. These posters provide essential information about legislation related to employee rights, options, and responsibilities. Digital copies of these Workplace Posters can be found in the Human Resources section of the Employee Intranet.

Acceptable Use of Technology

[Policy Link](#)

LSSC's Information Technology Systems are designed for the use of authorized individuals, both now and in the future. These users include, but are not limited to, LSSC's full-time and part-time staff, faculty, students, learners from other educational institutions, community members, and other individuals as outlined in contractual agreements. Managed by the Information Technology Department, these resources are dedicated to the college's legitimate business and educational activities.





PERFORMANCE

FLIGHT Plan

Cultivating a Positive and Productive Work Environment

At LSSC, we value employees who contribute to a positive and productive learning and working environment. This includes, for example, demonstrating initiative, maintaining a respectful and collaborative demeanor, and approaching challenges with

a solution-oriented mindset. It also means adhering to college policies and ethical standards, demonstrating punctuality and reliability, and maintaining a professional appearance.

Disciplinary Policy: Ensuring Fairness and Accountability

[Policy Link](#)

While we encourage and expect the above behaviors, the College also recognizes the need to maintain a fair and consistent approach to addressing conduct and performance issues. To ensure a fair and consistent environment, the College employs a progressive disciplinary process. When

necessary, disciplinary action will be taken, considering the severity of the offense, relevant circumstances, and prior disciplinary history. While progressive discipline is the standard, serious violations may result in immediate suspension or termination.





LAKE SUMTER SAFE

Campus Safety

Policy Link

The Campus Safety Department is staffed by both college employees and armed, uniformed, contract security officers. The Campus Safety Department provides a full range of services, including incident response and reporting, traffic/parking enforcement, campus patrols, key assists, security escorts, and assisting in crowd control for special events.

Reporting is key to the safety and security efforts of the Campus Safety Department. Please report all incidents, injuries, accidents, or suspicious or dangerous circumstances to Campus Safety immediately, so they may be properly responded to and addressed.

The Campus Safety Department can be reached by calling:

| | |
|---------------------|-----------------------|
| Leesburg | (352) 516-3795 |
| South Lake | (352) 516-5074 |
| Sumter | (352) 303-7296 |
| Four Corners | (352) 516-4283 |

These phone numbers will connect you directly to the Security Officer on duty.

In an emergency, dial **9-1-1** first, then if possible, contact Campus Safety.

A Security Office can assist you until additional emergency assistance arrives and coordinate the arrival of that assistance.



Cybersecurity

Policy Link

The Cybersecurity program at Lake Sumter State College includes a comprehensive approach to protect the institution's data and IT systems.

These initiatives reflect Lake Sumter State College's commitment to maintaining a robust cybersecurity posture to safeguard its information systems and data.





LAKE SUMTER SAFE

Workplace Safety

Personal Protective Equipment

[Policy Link](#)

The College will comply with or exceed applicable OSHA, EPA, state and local rules and regulations and will provide procedures to assure safety, health and well-being of employees, students and campus visitors. Managers and Supervisors will arrange for applicable safety and health training to all employees and provide and disseminate safety information and equipment to employees as appropriate.

Workers Compensation & Employee Injuries

[Policy Link](#)

All injuries, even minor injuries, must be reported to the supervisor immediately. Failure to do so may result in loss of worker's compensation coverage. An accident/incident report must be completed and given to the Executive Director of Campus Safety for review as soon as possible after the accident occurs. If the injury requires medical treatment, the form is immediately forwarded to Human Resources.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex- and gender-based harassment, and discrimination in any education program or activity. Title IX states "no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." Sexual harassment, sexual assault, sexual misconduct, dating and domestic violence, and stalking are prohibited under Title IX.

FERPA

FERPA, the Family Educational Rights and Privacy Act of 1974, as Amended, protects the privacy of student educational records. It gives students the right to review their educational records, the right to request amendment to records they believe to be inaccurate, and the right to limit disclosure from those records. Ultimately, an institution's failure to comply with FERPA can mean the withdrawal of federal funds by the Department of Education.

FERPA rights transfer to the student at age 18, or once he or she attends a post-secondary institution regardless of age. Parents or legal guardians may obtain Non-Directory Information at the discretion of the institution, only if they can establish that the student is financial dependent or by obtaining the student's written consent. The student is considered "financially dependent" if either parent or the legal guardian claimed the student upon his or her most recent Federal Income Tax return. The Record's Office will require that the parent(s) or legal guardian provide a copy of the filed tax return before it releases the requested information.

The College provides all employees with required annual training on FERPA compliance and additional resources for FERPA compliance can be found in the Lakehawk Leadership Academy.

Employee Records

Under Florida's Sunshine Laws, Lake Sumter State College records are subject to public inspection and disclosure, including, but not limited to, records of employment such as your name, title and salary information, and work-related documents, recordings and emails.

Although every public agency is required to provide requested information, there are exceptions within Florida Statutes that provide exemptions from your information being released. If you fall into an eligible category, please complete the Public Records Exemption Request Form to ensure accurate protection on the release of your protected information.



REQUESTING HELP

Safety App

[Link](#)

The Lake Sumter Safe mobile app is your go-to resource for LSSC safety resources on your phone! The app integrates with our emergency alerts, offers one-click calling to Campus Security, detailed campus maps, and many more safety resources. The safety app is free to download for both Apple and Android phones.



Lake-Sumter Safe (4+)

Official LSSC Safety App
Lake Sumter State College

★★★★★ 5.0 • 4 Ratings

Free

Student Assistance Program

[Link](#)

We want to do our part to help you have the best possible experience during your time at LSSC. Balancing one's studies and personal life can be difficult. Rather than becoming overwhelmed by these often-competing demands, students can learn to cope more effectively with the right skills and support.

LSSC is committed to helping students develop these tools to deal with stress and other troubles when they arise. The Student Assistance Program (SAP) provides support in dealing with the pressures and challenges students face during their academic and professional careers.



LSSC Foundation Student Emergency Grant Program

[Link](#)

LSSC's Emergency Assistance grant program provides small emergency assistance grants to currently enrolled students.

These grants are designed to assist with a one-time, unexpected event that causes an acute financial emergency and meets the following criteria:

- A situation that is unlikely to re-occur;
- When no other financial resources are available;
- The need can be documented

Examples of such emergencies may include but are not limited to: a loss due to fire or weather event, theft or

accident, unexpected medical/dental expense, personal automobile expense, or a sudden, unavoidable interruption of income. Emergency grants cannot be used for tuition & fees, legal fees, tobacco/alcohol, entertainment expenses, credit card debt, or debt owed to the College.

Emergency Assistance is available to students who experience an acute and unexpected short-term hardship. Award decisions will be made based on the applicant's individual situation and one-time grant awards are subject to limitations (maximum \$600). Funding for this assistance comes from the LSSC Foundation. The student is not responsible for any type of repayment for the money awarded.



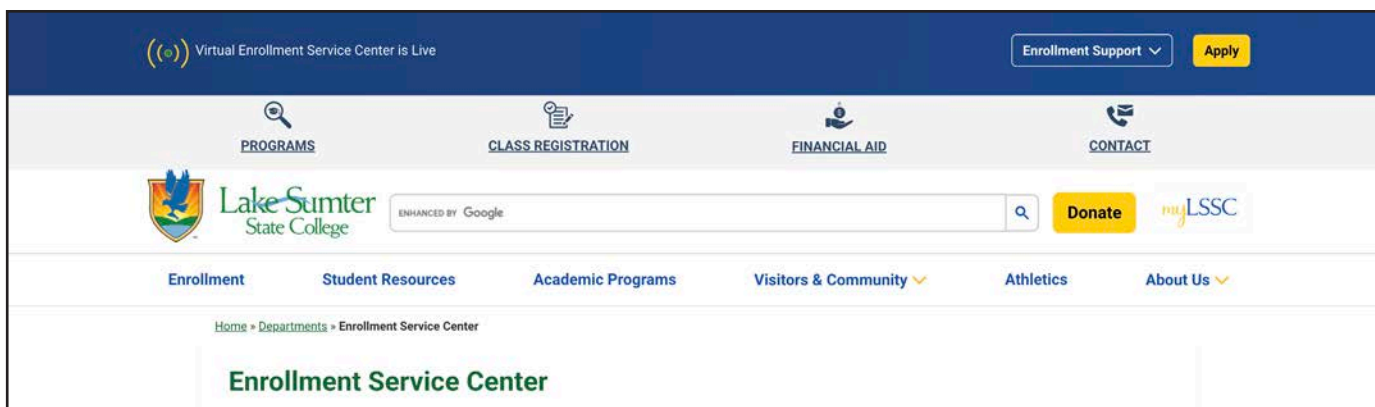
REQUESTING HELP

Enrollment Service Center

[Link](#)

The Lake Sumter Safe mobile app is your go-to resource for LSSC safety resources on your phone! The app integrates with our emergency alerts, offers one-click calling to Campus Security, detailed campus maps, and many more safety resources. The safety app is free to download for both Apple and Android phones.

Drop-in to a live session, for assistance with any questions you may have!



Common Questions

(But we're here to help with all LSSC questions!)

- Course Registration
- New Student Advising & Registration Sessions (Orientation)
- Tuition & fee payments
- Residency
- Transcripts
- Financial Aid
- Dual Enrollment
- Transient students
- myLSSC
- Career Services
- Student Accessibility Services and more!





STUDENT SUCCESS

Internship Opportunities

[Link](#)

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting, allowing you to gain valuable applied experience and make connections. Learn about the different forms of internships here.

Job Placement Resources

[Link](#)

There are jobs where you work to pay the bills, and then there are jobs where you work to build your career. A successful job search involves more than just searching for open positions on a job site. Creating a job search plan using four simple steps will not only help you find that great career-building job, but it will also help you manage your career long-term.

- Lakehawk CareerConnect – [Link](#)
-many more job search engines – [Link](#)



Lake Sumter State College Foundation

[Link](#)

Since 1980, the Lake Sumter State College Foundation, Inc. has helped individuals, businesses, and organizations support Lake Sumter State College's ambitious mission. The LSSC Foundation is a 501(c)(3) non-profit organization that provides financial support to Lake Sumter State College through student scholarships and support of projects and priorities.

Through the generosity of supporters of Lake Sumter State College, the Foundation awards over \$1,000,000 in scholarships each year to students attending LSSC. All LSSC students with a 2.0 GPA or above are encouraged to apply. The amount and number awarded vary yearly based on available funding.

For more information about the LSSC Foundation, Inc., contact the Foundation at www.lssc.edu/foundation or (352) 365-3518.





POLICIES & PROCEDURES

Student Employment & Development Program

Lake Sumter State College is committed to preparing students for career and workforce readiness through a variety of co-curricular and extra-curricular opportunities. The Student Employment & Development Program aims to empower students to achieve their goals while fostering their personal and professional growth.

The Student Employment & Development Program is built on the commitment to providing real-world training and learning opportunities to all student employees, while creating consistency for students to be employed and involved on campus.

This program includes Federal Work Study, part-time student employees, Ambassadors, Student Government Association Officers, and FCSAA-Affiliated Club Officers.

Utilizing the principles of the FLIGHT Plan, student employees will participate in cohort-based professional development and enrichment activities to help build community and provide opportunities for engagement and skill building.

Student Supervisors

Supervisors and advisors of students will participate in training to ensure consistency across the program. These individuals are expected to mentor the students to support their personal and professional development.

A supervisor may not serve in dual capacities for the same student (ex., student employee supervisor and advisor of club/organization).

Student Professional Development - *FLIGHT Plan*

- F – Foundation Building
- L – Learning and Leadership
- I – Internship and Industry Experience
- G – Growth and Goal Setting
- H – High Achievers - Training and Development
- T – Teamwork and Networking





POLICIES & PROCEDURES

Student Employees

Duties & Responsibilities

Positions and their job descriptions will be created based on three tiers of positions. These tiers and job descriptions are based on the responsibilities, leadership, and technical skills exhibited for the position.

Core Competencies

- Excellent customer service
- Communication skills
- Utilization of LSSC software platforms to perform job duties (Banner, Workflow, TargetX, etc.)
- Time Management
- Teamwork and collaboration
- Attention to detail



| Tier | Examples of Job Duties | Hourly Wage |
|------|--|-------------|
| I | Demonstrate excellent customer service, replying to email inquiries, answering phones, making appointments | \$15 |
| II | Plans or coordinates events, assists with special projects, performs data collection and report generation | \$17 |
| III | Use technical knowledge to create original documents, graphic design, proofing, video editing, implement student events, manage social media campaigns | \$19 |



POLICIES & PROCEDURES

Student Employees

Hiring Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.0 cumulative grade point average
- Minimum age of 18 and not dual-enrolled

Hiring Process

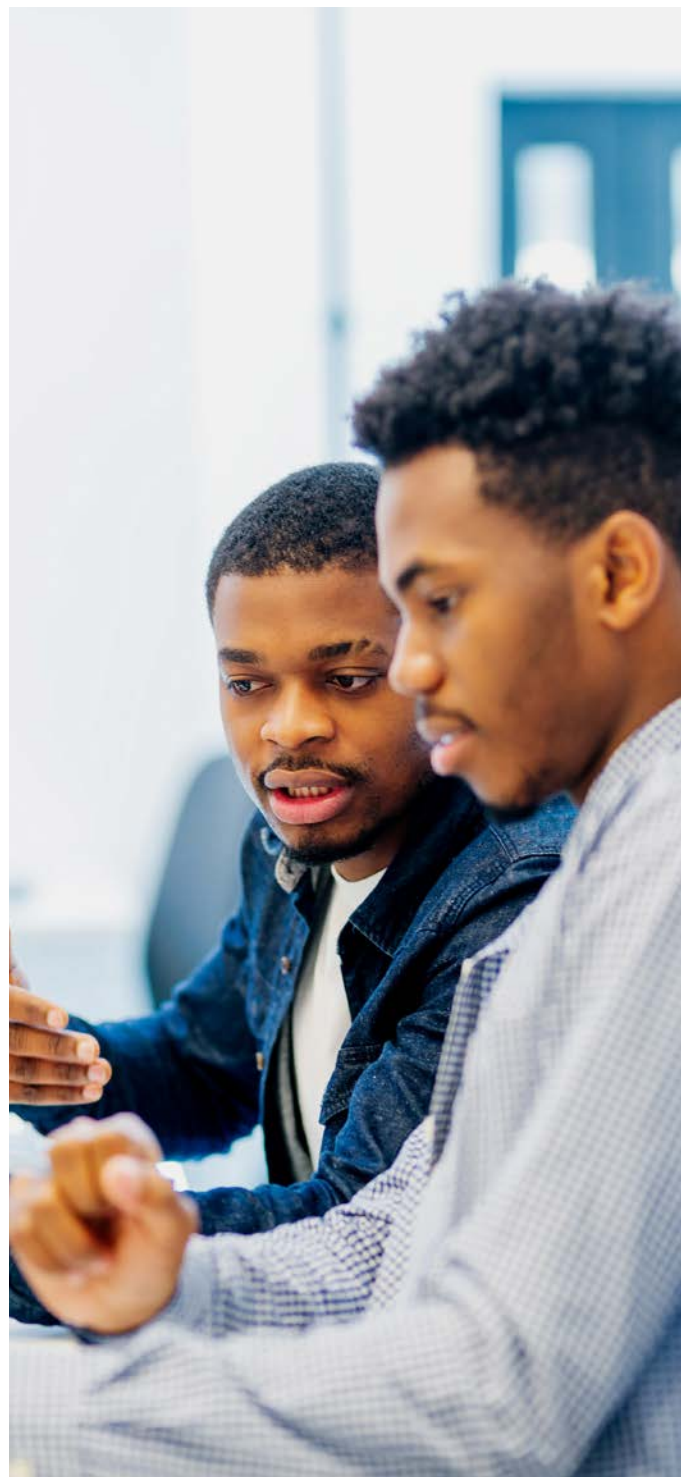
- Hiring manager works with Student Employment Coordinator to create job description and classify position. Create online posting at www.lssc.edu/jobs
- Students apply for position
- Candidates are evaluated for eligibility
- Candidates are referred to hiring manager for interviews
- Manager completes hiring tasks and requisitions with HR
- Student Employment Coordinator communicates with student about onboarding process

Ongoing Professional Development

- New student employees will be placed into cohorts for new employee orientation and professional development opportunities throughout employment
- Supervisor will complete ongoing performance reviews and mentoring
- Supervisor and student employee complete a formal review at the end of each semester

Hiring Considerations

- Lake Sumter State College employment decisions are made in accordance with labor laws and regulations aimed at protecting the rights and well-being of student employees in the workforce.
- Student employees are hired based on the needs of the College, pending budget and funding availability, and in accordance with federal and state labor laws.





POLICIES & PROCEDURES

Ambassadors

Through the Ambassador program, the College aims to build leadership skills, promote civic engagement, and facilitate collaboration between student leaders from various backgrounds and programs. This scholarship program serves to enhance the educational experience and strengthen the overall campus culture at Lake Sumter State College.

To be selected as a LSSC Student Ambassador is an honor and an opportunity for personal and professional growth. Students who are selected as Ambassadors should possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of pride for LSSC and their community.

LSSC Ambassadors are student representatives of Lake Sumter State College. They enjoy unique leadership opportunities and special advantages for personal enrichment and development. Ambassadors are expected to conduct themselves as campus leaders, exhibiting the behavior expected of a college representative. Students should exhibit a service-oriented attitude, a desire to meet and greet campus visitors, and a willingness to assist campus guests and other persons interested in LSSC. Personal grooming, attitude, habits, and speaking ability should be of the highest caliber.

Ambassadors are offered special opportunities to explore their leadership and service potentials through an accelerated personal development program. Ambassadors serve in a variety of capacities and participate in training opportunities unique to the community college setting.

Ambassador Programs

- LSSC Foundation
- Athletics

Duties & Responsibilities

- Each supervising department will create an agreement that outlines the roles and responsibilities of the ambassador.
- The allocation of scholarships for students will be determined based on their level of engagement and contributions to their respective roles.
- Scholarships will be awarded at the beginning of the semester in the amounts of \$800, \$1200 or \$1600 per semester.

Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.0 cumulative grade point average
- Minimum age of 18

Ongoing Professional Development

- Ambassadors may participate in professional development opportunities throughout employment alongside other student employees
- Supervisor will complete ongoing performance reviews and mentoring
- Supervisor and student employee complete a formal review at the end of each semester



POLICIES & PROCEDURES

Swoop Academy Tutors

The Swoop Academy Tutors program provides students with practical experience within a K-12 school setting while simultaneously completing prerequisite coursework for entry into the BS in Elementary Education.

Overview

- Tutors must be enrolled in an LSSC Education AA pathway with intent to enroll in the BS in Elementary Education program.
- Tutors will be paid \$15 per hour for a maximum of 130 hours per semester.

Duties and Responsibilities

- The Swoop Academy Tutor provides skill support to local K-12 students to help them become independent learners in a supervised setting.
- A host school system employee continuously supervises the Swoop Academy Tutor.
- Swoop Academy Tutors are provided a lesson plan or project to complete with elementary students.
- An LSSC program supervisor will be assigned to work with the host supervisor and Swoop Academy Tutor to meet predetermined outcomes.

Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.5 cumulative grade point average
- Recommendation by a faculty member, program director, or academic dean
- Must have completed all required developmental courses
- Minimum age of 18

Ongoing Professional Development

- Advisors and school supervisors will meet regularly with Swoop Academy Tutors for mentoring, support, guidance, and professional development.
- Document progress and reflection of experience.





POLICIES & PROCEDURES

Student Government Association Officers

The College will recognize and reward outstanding student leaders who demonstrate exemplary dedication, initiative, and impact within the campus community while fostering a leadership and service excellence culture among their peers.

Student Government Associations

- Leesburg Campus
- South Lake Campus

Duties and Responsibilities

- The SGA Constitution and each board establishes the specific responsibilities of each officer position
 - Generally, SGA Officers are responsible for:
 - Representing and advocating for their fellow students,
 - Attending SGA-sponsored events or programs on campus regularly and encouraging student participation,
 - Mentoring and supporting other members of SGA and student clubs,
 - Ensuring sound financial management of student activity funds,
 - Facilitating open communication between students and the SGA,
 - Participating in the feedback process for student services, policies, and resource decisions.
- Student scholarships will be allocated at the beginning of each fall and spring semester after appointments and roles are confirmed with the advisor.
- Scholarships are applied to tuition and fees in two payments, one per semester, not to exceed the listed amount:
 - SGA President – up to \$1600 per semester
 - SGA Officers -up to \$800 or \$1200 per semester (as determined by the advisor based on the role)

Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.0 cumulative grade point average
- Minimum age of 18
- * SGA Officers and FCSSA Club Leaders are welcome to apply for and accept on-campus jobs in departments outside of the Student Engagement Office. However, during their term in office, they are not eligible to work within the Student Engagement Office. This restriction is in place to maintain fairness and transparency across all campus job opportunities.

Ongoing Professional Development

- SGA officers can participate in professional development opportunities throughout their term, alongside other student employees. Advisors will meet regularly with SGA officers for mentoring, support, guidance, and professional development





POLICIES & PROCEDURES

Dual Enrollment Student Senators

Recognizing the contributions of dual-enrolled students on campus life, each Student Government Association will select one Dual Enrollment Student Senator to work in collaboration with the SGA Officers.

One Dual Enrollment Student Senator will be selected for the Leesburg SGA and South Lake SGA for a total of two positions.

Duties and Responsibilities

- Advocating for fellow students during general SGA meetings, ensuring their current issues, concerns, or suggestions are recognized and addressed.
- Regular attendance at all SGA meetings held on their respective campus.
- Conducting informal surveys among dual enrollment students to gather their concerns and present them to the SGA Executive Board for consideration.
- Provides updates to dual enrollment students regarding actions taken on their behalf.
- Attend SGA-sponsored events or programs on campus regularly and offer feedback to the SGA Executive Board, specifically addressing the impact of these events from the perspective of the dual enrollment students.
- Assisting in the marketing and promoting of events and programs beneficial to the dual enrollment population at LSSC.

Selection Process

- After a nominations process, nominees will have an opportunity to speak briefly about their interest in the role at an SGA meeting.
- At a subsequent meeting, the SGA President will oversee a vote to select the Dual Enrollment Student Senator.

Eligibility

- High school student enrolled in LSSC as a dual enrollment student

Ongoing Professional Development

- Dual enrollment student senators can participate in professional development opportunities throughout their term, alongside other student employees and SGA Officers
- Advisors will meet regularly with senators for mentoring, support, and guidance

Special Considerations

- This role is not compensated
- This role is not eligible for SGA travel funding
- SGA office hours are not required for this position
- Upon graduation from high school, students who continue their enrollment with LSSC will become eligible for SGA Officer roles



POLICIES & PROCEDURES

FCSAA Affiliated Club Officers

The College will recognize and reward outstanding student leaders who demonstrate exemplary dedication, initiative, and impact within the campus community while fostering a culture of leadership and service excellence among their peers.

FCSAA Affiliated Clubs include the Odyssey, The Angler, and others.

Duties and Responsibilities

- FCSAA and the club's constitution establishes the roles and responsibilities of each officer
- Generally, SGA Officers are responsible for:
 - Representing and advocating for their fellow students,
 - Attending SGA- and club-sponsored events or programs on campus regularly and encouraging student participation,
 - Mentoring and supporting other members of the organization,
 - Ensuring sound financial management of club funds,
 - Participating in the feedback process for decisions related to student services, policies, and resources.
- Student scholarships will be allocated at the beginning of each fall and spring semester after appointments and roles are confirmed with the advisor.
- Scholarships will be awarded at the beginning of the semester up to \$800 per semester

Eligibility

- Enrolled at least part-time (6 credit hours)
- Hold and maintain a minimum of a 2.0 cumulative grade point average
- Minimum age of 18
- * SGA Officers and FCSSA Club Leaders are welcome to apply for and accept on-campus jobs in departments outside of the Student Engagement Office. However, during their term in office, they are not eligible to work within the Student Engagement Office. This restriction is in place to maintain fairness and transparency across all campus job opportunities.

Ongoing Professional Development

- FCSAA-affiliated club officers can participate in professional development opportunities throughout their term alongside other student employees and SGA Officers
- Advisors will meet regularly with officers for mentoring, support, and guidance



Lake Sumter
State College

THANK YOU!

